The D2L Attendance Tool

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Part One: Add the attendance tool to the course navigation bar.

The default navigation bar of D2L is no longer editable. Rather than create a new navigation bar from scratch, Instructors can copy the default navigation bar and then edit the copied bar to add and remove tools from their courses.

1. Log into D2L and enter your course.

2. Click **Edit Course** in the upper right. This takes you to the course administration tools area.

3. Click **Navigation**.

4. Under the Actions column, click the **Copy** icon. When prompted, Click **Yes** to confirm that you wish to create an editable copy of the navigation bar.

5. Click the newly created **Copy of Course Navigation Default** link.
6. Click the Links tab. From this page, you can control which links and tools show in the various regions of the course Navigation bar.

**IMPORTANT:** Students can become frustrated and confused if the entire Navigation bar structure is rearranged. Please edit only the Bottom Left Link Area.

7. In the Bottom Left Link Area, click the Add Links button.

8. Place a check next to the Attendance tool and click the Add button.

9. The Attendance tool now appears in the Bottom Left Link Area. Because it is at the end of the list, it will appear as the right-most tool in the navigation bar. See step 10 to learn how to move tools left/right along the navigation bar.

10. This is an excellent time to remove tools you aren’t planning to use. To remove a tool, click on the triangle to the right of the tool name. Click Remove from navbar. When prompted, select yes to confirm. Repeat this step for each tool you wish to remove from your course. You can also re-order the tools by using the Move Left and Move Right commands.
11. The final step is to make the newly created Navigation bar active. Click the **Navbars** view button to return to the main Navigation menu.

12. Click the **Change** button.

13. Select **Copy of Course Navigation Default** and click **Apply**. When prompted, click **Set Active**.

In the example above, we added the Attendance tool, moved it one position left, and removed the Chat, Groups, Discussions, and Quizzes tools.
Part Two: Create an attendance scheme

IMPORTANT: You must create and assign the proper scheme at before recording any attendance inside D2L! If you decide you want to change schemes in the middle of the semester, you will lose all attendance data previously recorded for this course in D2L. However, if you wish to EDIT a scheme you create, (not the system default scheme), you can do that while the scheme is in place without losing any data.

The default attendance scheme in D2L allows for two declarations: Absent and Present. If these settings work for you, you may skip this step. However, you may wish to add additional categories. In this example we will create a new attendance scheme that has categories for Present, Late, Absent, and Excused.

1. Click the Attendance tool link in the Navigation bar.
2. On the left side of the screen, click Attendance Schemes.
3. Click New Scheme.
4. In the Name box, assign a name for the new scheme.
5. In the Symbol column, assign a symbol for each status. For example, the symbol for present could be “P” and Late can be “L” etc.
6. In the Status Full Name column, type out the full name for the status (Present, Late, etc).
7. OPTIONAL: In the Assigned % column, you can assign a percent value for each status. Normally, “Present” would be 100% and “Absent” would be 0%. You’d have to make a decision on the percent value for “Late.” If using an “Excused” status, leave the Assigned % blank as it will not count in the calculated percent. At the end of the semester, you could use the calculated % to assist in determining a participation grade. If you simply want a numeric tally of each status, leave this column empty.
8. Because we need four categories in this example, we need to click the Add Statuses button.
   NOTE: All other fields must be entered before adding a new status.
9. Click Save. You have successfully created a new attendance scheme.
Part Three: Create an Attendance Register

1. Click the Attendance tool link in the navigation bar.

2. Click New Register.

3. Assign a Name for the registry.

4. (Optional) Use the Description box to type your attendance policy. Students will see the both the name of the registry and the description when they click on the Attendance tool. Like the Grades tool, students only see data for their own attendance.

5. Assign the Attendance Scheme (created in part two). IMPORTANT: You must assign the proper scheme at before recording any attendance inside D2L! If you decide you want to switch from the system default to another scheme in the middle of the semester, you will lose all attendance data previously recorded for this course in D2L. You can edit a scheme that you create without losing any data mid semester. However, you CANNOT edit the system default scheme.

6. Add session names. For courses that meet weekly, you could use a generic session name like “Week 1, Week 2, etc.” However, many instructors prefer to list a specific date so there is no confusion over which date the student was absent.

7. Add sessions. In this example, the class meets 30 times so we need to add 27 additional sessions. Type 27 in the box and then click the Add Sessions link.

8. Fill in the remaining session names and Save. NOTE: D2L will not allow you to leave session names blank. You will need to delete any unused session rows before you save.

NOTE: For more information regarding the features of the attendance tool not discussed here, please see the Instructor Attendance User Guide published by D2L. It can be found by logging into D2L, clicking on “D2L Help” in the upper left and then clicking on the Instructor Help link. Scroll down to find the Attendance Guide.
How to Record Attendance

1. Click on the Attendance tool link in the navigation bar.

2. Click the Attendance Register name. You will see the name of the register, its description, number of sessions, and a listing of all students enrolled in the course.

If you don’t see all students displayed, change the per page number to a higher number.

Click the Last Name header to alphabetize students by last name.

3. To record attendance, click the calendar icon next to the corresponding session name.

4. Click the drop down arrow in the Attendance Status column to record the status for each student.

NOTE: If all students are present for the day, you can use the Set Status for All button and record all students Present. You can also use the Set Status for All button and then go back and change the status for just the students who are absent/late/excused individually.

5. Click Save.

6. Click the Go Back link to return to the attendance data screen.